



OPEN EXAMINATION BULLETIN
MEDICAL CONSULTANT I, DEPARTMENT OF HEALTH SERVICES
CONTINUOUS TESTING

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES
714 P STREET, ROOM 850
P.O. BOX 942732
SACRAMENTO, CA 94234-7320

(916) 657-1423
TDD (916) 657-3042

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION: If you have a disability and need special arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES: Range A \$7752-9422 per month.
Range B \$8127-9878 per month.
Range C \$8364-10165 per month.

POSITION DESCRIPTION: Under direction, a Medical Consultant I, Department of Health Services works either (1) in a region or district office to give professional advice and guidance on the medical aspects of one of the Department's programs; or (2) in a small district office to act as district administrator responsible for one of the Department's programs; or (3) in a staff capacity to assist in the review of the work of the field to assure uniformity and quality of decisions and in the development of policies and standards relative to the Department's programs; and to do other related work.

Positions exist statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

And
One year of experience in the practice of medicine, exclusive of the internship.

EXAMINATION INFORMATION: The examination will consist of a qualification appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A candidate may be tested only once during any testing period. The testing periods for this examination are **January 1 through December 31.**

SCOPE: In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles and practices of general medicine and surgery with particular reference to the techniques and trends in the diagnosis of physical and mental handicaps and in treatment programs for such handicaps.
2. Interrelationships of Federal, State, and local professional and voluntary public health and welfare agencies and of the programs and services of such agencies.
3. Principles of community organization and skill in their application.
4. Principles of preventative medicine.
5. Department's Equal Employment Opportunity Program objectives.
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

ABILITY TO:

1. Interpret and apply the medical policies and standards of the Department's program of medical care.
2. Promote the organization of community health resources and their effective utilization in a medical care program.

- 3. Analyze situations accurately and take effective action.
- 4. Establish and maintain cooperative relations with those contacted in the work.
- 5. Write effectively.
- 6. Communicate effectively before professional and lay groups.
- 7. Effectively contribute to the Department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board office, through the Internet at *http://www.spb.ca.gov*, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From VOICE TELEPHONE: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379